Contracting , Analysis , Compliance, Reporting and Audit

Analysis and Bid Process

Needs

Start

(1)Reasonable
(2) Necessary
and
(3) Allocable
Costs
by Program
Staff

(A)
Below
$3,000
- Price Quote
- or
- Use Coop.

(B)
Under
$49,999
- 3 quotes
- or
- Use 1 Coop. quote

(C)
Above
$50,000
- RFP
- or
- 1 Coop Quote
- Board Action

Procurement Methods

1 Price Determination Form (Before)

2 RFP Advertisement

3 Price-Cost Analysis Form (After)

Contract and Approval Process

4 Proposal Evaluation

5 Contract Development

6 Board Approval Above $50,000

PO

1295

Edgar Certifications –part of contract-

Contract Monitoring and Certification of (1)Reasonable, (2) Necessary and (3) Allocable Costs by Program Staff

Drawdown, Reporting and CFO Certification

Audit Process

End

Exceptions: Inter Local Agreements and Sole Source